

DOCUMENT RESUME

ED 130 711

JC 760 592

TITLE Opportunity/Incentive Grant.
INSTITUTION Morgan Community Coll., Ft. Morgan, Colo.
NOTE 9p.

EDRS PRICE MF-\$0.83 HC-\$1.67 Plus Postage.
DESCRIPTORS College Faculty; Community Colleges; *Incentive Grants; Instructional Improvement; *Junior Colleges; *Merit Pay; *Program Descriptions; *Staff Improvement

IDENTIFIERS Morgan Community College

ABSTRACT

Having found an objective merit system to be very unwieldy and a subjective merit system threatening to individuals, the faculty and administration at Morgan Community College, through joint effort, developed an Opportunity/Incentive Grant (OIG) program. While this policy is very much like other innovative grant systems, it also includes elements of professional and community development. The purpose of the OIG is to enhance the effectiveness of the college in meeting student and community needs; it is intended to create and support incentives for development and completion of progressive development activities among all full-time teaching faculty. The bulk of this document is an explication of specific procedures associated with the OIG program. Eligibility criteria are stated; selection committee structure, function, and processes are defined; the grant application and selection process is described; a description of the OIG funding base is presented; and a sample application form is attached. Areas of OIG activity include, but are not limited to: program development, instructional material development, professional development, and community development. (Author/JDS)

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OPPORTUNITY/INCENTIVE GRANT

PURPOSE

The purpose of the Opportunity/Incentive Grant is to enhance the effectiveness of Morgan Community College in meeting the needs of students and the community. The Grant is intended to create and support incentives for the development and completion of progressive activities among all full-time teaching faculty.

ELIGIBILITY

All full-time teaching faculty of Morgan Community College are eligible to apply for an Opportunity/Incentive Grant. Full-time teaching faculty is defined as anyone that has 12 or more contact hours per quarter in a classroom/laboratory teaching assignment. Those elected to and currently serving on the Opportunity/Incentive Grant selection committee are not eligible.

SELECTION COMMITTEE

The Opportunity/Incentive Grant selection committee shall have three members. One shall be a full-time occupational instructor and one shall be a full-time general studies instructor. Each of these will be elected by the full-time teaching faculty at the beginning of the academic year and they shall agree to present no grant request for that fiscal year. In the event that the faculty member with the highest vote count does not wish to serve on the selection committee, the faculty member with the next highest count will be chosen, and so on, if necessary. The third member of the selection committee shall be an administrator from the student services division or the business office division. The two faculty elected selection committee members shall agree upon an administrator

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of their choice to serve on the selection committee.

The Opportunity/Incentive Grant selection committee shall convene twice during the academic year. The first session will occur during the week of November 1. This session will make recommendations to the College President for Opportunity/Incentive Grants. The College President shall make the final approval of all Opportunity/Incentive Grant recommendations and shall award the grants. Notification of Opportunity/Incentive Grants will be made by the President's office, in writing, to the recipients. Specific funding allocations and specifications will be contained in the notification.

Activities that are eligible for recommendation are those:

- 1) that were started and completed since July 1 of that year;
- 2) that were started and are in progress since July 1 of that year; and,
- 3) that are planned to be started and completed during the remainder of that fiscal year.

The selection committee shall not recommend Opportunity/Incentive Grants that encumber more than two-thirds of budgeted Opportunity/Incentive Grant funds at this session. All recommendations will be made no later than the week of December 1.

The second session will convene during the week of May 1. This session will make grant recommendations for activities:

- 1) that were started and completed since July 1 of the previous year;
- 2) that were started and are in-progress since July 1 of the previous year; and,
- 3) that are planned to be started and completed during the remainder of the fiscal year.

All recommendations will be made no later than June 1.

The selection committee shall also evaluate the Opportunity/Incentive Grant system and individual activity outcomes. Individual activity evaluations shall consider the attainment of the stated activity objectives within the stated

activity methods. The Opportunity/Incentive Grant system evaluation shall consider the "workability" of the committee and its guidelines. A written annual evaluation shall be presented by the selection committee and shall contain:

- 1) individual activity evaluations;
- 2) problems in the implementation of the Opportunity/Incentive Grant system; and,
- 3) recommendations for change in the system, if needed.

The annual evaluation shall be sent to all full-time teaching faculty and the College President. Any modifications of the Opportunity/Incentive Grant system will be considered at the beginning of the academic year when the selection committee elections are held. Any system changes will be presented to the College President for approval.

GRANT APPLICATION AND SELECTION PROCESS

Anyone eligible and wishing to receive an Opportunity/Incentive Grant must perform the following steps:

- 1) Obtain an Opportunity/Incentive Grant Application Form from the President's office. (See attached form).
- 2) Prepare the Abstract and turn it in to a selection committee member before October 15, or April 15.
- 3) Give an Activity Detail Presentation to the selection committee upon their request.
- 4) In the case of activities that are already completed, be able to document and show completion of activity objectives, and cost/time requirements.
- 5) In the case of activities that are planned to be completed, be able to document and show completion of activity objectives, and cost/time requirements at the next selection committee meeting following the activity's completion.

In order to select activities for Opportunity/Incentive Grants, the selection committee shall perform the following steps:

- 1) Read Opportunity/Incentive Grant Abstracts.
- 2) Schedule Activity Detail Presentations.
- 3) In the case of completed activities, stipulate reasonable activity outcomes, in concurrence with the applicant, upon which to base the activity evaluation.
- 4) In the case of activities that are yet to be completed, stipulate reasonable activity outcomes and deadlines, in concurrence with the applicant, for future activity evaluations.
- 5) Make recommendations to the College President for final approval and award of Opportunity/Incentive Grants.

The Opportunity/Incentive Grant Abstract shall be judged on the clarity and conciseness of the information contained on the form.

The Activity Details Presentation shall be judged on the clarity and completeness of the information given in the presentation. The presentation shall not be limited to any specific format, e.g., it could be written, oral, a film, testimony by others, or any combination of these or other methods. The responsibility for formulating questions and driving information lies upon the selection committee. The responsibility for supplying answers lies upon the applicant. An applicant may be granted a reasonable period of time to gather information requested by the selection committee.

Activities eligible for Opportunity/Incentive Grant recommendations shall lie solely within the judgment of the selection committee. The selection committee's primary concerns are:

- 1) Does the activity meet the stated purpose of an Opportunity/Incentive Grant?
- 2) Does the Opportunity/Incentive Grant Abstract show a clear purpose, objective, method of implementation, and method of evaluation?
- 3) Does the Activity Details Presentation give ample information about the activity plan?

Not to limit, but to describe some areas of activity.

- 1) program development;
- 2) instructional material development;
- 3) professional development; or,
- 4) community development.

FUNDING

In order to conduct a viable Opportunity/Incentive Grant program, the funding base will be composed of:

- 1) 1½% of current full-time resident instruction funds allocation.
- 2) 1% of current supply funds allocation.
- 3) 2% of current Capital funds allocation.

This will allow for increased funding as the College funding base increases.

Any salary funds not allocated by June 1 via the Opportunity/Incentive Grant recommendations from the selection committee will be allocated at the discretion of the College President. Any supply or capital funds not allocated by June 1 via the Opportunity/Incentive Grant recommendation from the selection committee will revert back for their appropriate use by the College.

OPPORTUNITY/INCENTIVE GRANT APPLICATION FORM

The Opportunity/Incentive Grant is to "enhance the effectiveness of Morgan Community College in meeting the needs of students and the community".

In order to apply for and receive a Grant, you must:

- 1) complete the Opportunity/Incentive Grant Abstract;
- 2) plan and give an Activity Details Presentation to the selection committee; and,
- 3) be able to evaluate activity outcomes or show evidence of the intent and ability to evaluate future activity outcomes.

OPPORTUNITY/INCENTIVE GRANT ABSTRACT

Please be brief and concise.

I. Purpose--How will this activity meet the purposes of the Opportunity/Incentive Grant?

II. Objectives--Specifically, who will receive the effects, what will be the effects, and where will the effects occur so as to meet the activity's purpose?

III. Methods--Specifically, how and when will the activities occur so as to meet the objectives?

IV. Evaluation--Specifically, how will you know to what extent that the activity's purpose is achieved?

- V. Cost--What is the estimated cost in time, materials, equipment or supplies?
Is your Grant request for funds or released time?

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